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DSST (DANTES SUBJECT STANDARDIZED TESTS)

CHAPTER 4

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Chapter 4

DSST (DANTES Subject Standardized Tests)

Introduction	The DSST program was developed as a way to measure, evaluate, and meet the educational needs of Service personnel.
<hr/>	
Background	<p>Since the disestablishment of the United States Armed Forces Institute (USAFI) in 1974, DANTES has been responsible for updating and creating new exams - DSSTs.</p> <ul style="list-style-type: none">• Effective 1 October 2001, The Chauncey Group International, a subsidiary of Educational Testing Service (ETS), assumed sole responsibility and ownership of the DSSTs.• DSSTs are reviewed and evaluated for credit recommendation by the American Council on Education (ACE).
<hr/>	
DSST Acceptance for College Credit	<p>The examinee is responsible for determining if DSST examinations are accepted for college credit and what the score requirements are. The examinee should contact the institution directly for assistance.</p> <p>To identify colleges that accept DSSTs visit: <u>www.GetCollegeCredit.com/colleges.htm</u></p>
<hr/>	
DSST On-Line Services	<p>For complete information on the DSST program visit: <u>www.dantes.doded.mil/dantes_web/examinations/DSST.htm</u></p>

Description

DSST Program The DSST program is an extensive series of examinations in college subjects. DSSTs are course achievement exams, each of which is standardized on a sample of civilian students completing a comparable college course

A list of current DSSTs, with the American Council on Education (ACE) credit recommendations, credit hours awarded, levels of credit, and passing scores, begins on page II-4-18 of this chapter.

DSST Fact Sheets For each of the DSSTs there is a Fact Sheet which outlines the topics covered by each test. They include

- sample questions,
- recommended references, and
- the number of credits awarded for a passing score.

DSST Fact Sheets

- Order from Chauncey Group International (CGI) (see page II-4-18, "Order Materials")
- Locally reproduce as "handouts"
- Download from [**www.GetCollegeCredit.com/materials.htm#FACTSHEET**](http://www.GetCollegeCredit.com/materials.htm#FACTSHEET)

Note: If the listed text references are unavailable, any college text on the same subject may be used as a guide.

DSST Technical Data Sheet

(These are not distributed to candidates)

The DSST Technical Data Sheet includes technical data for all DSST test titles. This is a publication for academic counseling and credit-awarding purposes only and is revised twice a year as new DSST forms are introduced. Order enough for your Education Office staff use only (see page II-4-18, "Order Materials"). The Technical Data Sheet is also available at: [**www.GetCollegeCredit.com/PDFFiles/TECHDATASHEET.pdf**](http://www.GetCollegeCredit.com/PDFFiles/TECHDATASHEET.pdf)

DSST Directory of Colleges and Universities

[**www.GetCollegeCredit.com/colleges.htm**](http://www.GetCollegeCredit.com/colleges.htm) lists the names, addresses and institution codes of colleges and universities that award credit for passing scores on DSSTs. If a college is not listed, please contact The Chauncey Group International. Updates are implemented monthly.

Funding Eligibility

Military Testing

Administer DANTES-funded DSST exams to eligible military personnel. Refer to the *DEPH*, Part I for a complete description of personnel eligible for DANTES-funded testing.

Note: Funded retesting is authorized ONLY after the 180 day waiting period.

Funded Civilian Testing at a DANTES Test Center

Administer DANTES-funded DSST exams to eligible civilians. Refer to the table in this chapter, page II-4-8 for funded eligibility and administrative policy.

Note: Funded retesting is authorized ONLY after the 180 day waiting period.

Unfunded Civilian Testing

Conus:

Do not administer the DSST to unfunded civilians. In rare cases where a National Test Center is not available for DSST testing of military family members or retirees, DANTES Code 20B will work with Chauncey Group International to obtain a waiver for civilian testing at a Conus DANTES Test Center on a space-available basis. For a directory of National Test Centers, refer individuals to: www.GetCollegeCredit.com/colleges.htm.

Exception: Civilians enrolled in an on-base education program may test at DANTES Test Centers.

Overseas:

Administer DSST exams to overseas civilians on an unfunded (examine pays), space available basis according to Service Policy and Regulations

Ordering DSSTs

DSST Objective Test To order DSST Objective Tests, follow these steps:

Step	Action Stocking and Nonstocking Test Centers
1	<p>Order DSST examinations and ancillary materials for military and civilians, using the "ETS/CGI Application for Test Materials" (Exhibit 1).</p> <p>Note: Most DSST examinations have two forms. Order both forms if the exam is relatively popular.</p> <ul style="list-style-type: none">• <u>Stocking</u> test centers must order answer sheets for stock. Please do not overstock as answer sheets change periodically.• <u>Nonstocking</u> test centers will receive an answer sheet with each test booklet ordered.•
2	<p>Send orders to: The Chauncey Group International DSST Program P.O. Box 6604 Princeton, NJ 08541-6604</p> <p>Fax orders to: (609) 720-6800</p> <p>Note: If faxing an order, DO NOT mail a hard copy as well.</p>
3	<p>See the list in "Study Guides and Resource Materials" section of this chapter for additional items the TCO may order.</p>

Continued on next page

DSST Principles of Public Speaking

In addition to the previous steps, when ordering SF/SH 815, Principles of Public Speaking, stocking test centers must determine the number of test booklets and speech topics to stock. Use the following as a guide:

Step	Action
1	Determine the approximate number of Principles of Public Speaking exams administered annually.
2	Order the appropriate number of reusable test booklets.
3	From the 6 available topics, SF 829-834, order a mix of the various topics. Example: If the requirement is 24 test administrations, order four of each topic.
4	Alternate speech topic cards with each administration.

Note: The SF topic cards are used with BOTH the SF and SH exam booklets.

Administration

Administrative Procedures

Observe the administrative procedures provided in Part I of this *Handbook* and the DSST Examiner's Manual for TCOs.

Purple DSST/CLEP Answer Sheet

Use the **purple** “DSST/CLEP Answer Sheet” (Exhibit 2) for military **and** civilian DSST testing.

- All examinees, except CCAF enrollees, should indicate in Block 9, “Score Report Recipient,” the 4-digit code number of the college where they want scores submitted. For a complete list of DSST College Codes visit: **www.GetCollegeCredit.com/colleges.htm**

Continued on next page

Administration, Continued

**Incorrect
Answer Sheet
(will not score)**

In the event a military or civilian examinee takes a DSST exam and uses the **blue** “National CLEP Answer Sheet” the testing agency will return the incorrect answer sheet to the test center.

The examinee must then transcribe their original responses to the correct **purple** “DSST/CLEP Answer Sheet” in the presence of the TCO/ATCO. The TCO/ATCO then returns both answer sheets to the testing agency.

Note: A Memorandum from Chauncey Group International will be issued when an incorrect answer sheet is used. See “CGI Memorandum to Test Control Officer” (Exhibit 3).

**Most Exams
are Untimed**

All DSSTs, except the Public Speaking oral section, are **untimed**. Allow the examinee as much time as necessary to complete the exam, however, in most cases 90 minutes is adequate time.

Instructions

Instructions for the examinee are stated in each DSST test booklet and the *DSST Test Administration Guide*.

Continued on next page

Administration, Continued

Exams with Essays and Support Test Materials

Technical Writing SF/SH 820 and **Ethics in America SF/SH 474** have an optional essay portion. Some colleges require the essay portion as part of the validation process for awarding credit.

- The essay portion of these exams is not available as a separate exam; therefore, determine if the college requires the essay before testing.
- **Examinees must identify a college or university prior to administration.** In all cases, CGI forwards the essay to the designated college for evaluation.
- Both exams require the examinee to respond to an essay question on essay topic sheets supplied by CGI.
- If no school is designated to receive the essay at the time of testing, the examinee may request a transcript and essay be sent to a designated institution up to one year after the test date. Submit a fee of **\$20** and a “Military Transcript Order Form” (Exhibit 6).

The **Principles of Public Speaking SF/SH 815** exam requires the use of support test materials for administering tests. A topic card and cassette tape is needed to record the speech.

This exam has both an objective and speech portion. The DSST Fact Sheet and student score report indicate reason(s) for not passing the oral portion of the test.

Note: All support materials mentioned above are controlled items.

Continued on next page

Administration, Continued

DSST Principles of Public Speaking

Step	Action
1	Administer the objective portion <u>FIRST</u>. Prior to administration, the examinee must fill in the answer sheet, complete with speech topic number.
2	Administer the oral portion <u>last</u>. <ul style="list-style-type: none">• Randomly select and assign the speech topic.• Rotate speech topics to ensure equal assignments of topics.• Before administration, make sure the tape recorder is working properly and the tape is at the beginning.• After administration, check the tape for clarity. Note: The SF topic cards are used with both the SF and SH exam booklets.
3	<ul style="list-style-type: none">• The test examiner will only notify the examinee when 5 minutes have expired during the actual speech portion.• The examinee is responsible for ensuring the recorded oral speech is a minimum of 3 and no more than 5 minutes (excluding name and social security number).
4	<ul style="list-style-type: none">• Both parts, objective and oral, must be submitted to CGI. If the answer sheet is not completed, the score report is invalidated and the examinee must wait 6 months to retest.

Accessory Materials

The authorized use of nonprogrammable calculators is indicated on the front cover of each test booklet. Refer to pages II-4-20 and 4-21 for the test titles that permit calculators.

No Penalty for Guessing

Since there is no penalty for guessing on the DSSTs, **encourage examinees to answer all questions.**

DSST Test Booklets

Stocking test centers:

May stock and reuse booklets until the TCO determines new test booklets are needed or they are recalled by CGI. Essay booklets and speech topics are not reusable.

Nonstocking test centers:

The tests, essays, speech topic cards/tapes and answer sheets may be used just once and must be returned immediately after administration.

Continued on next page

Administration, Continued

Military Testing

Administer DSSTs to eligible military personnel on a funded basis, using the **purple** DSST/CLEP Military Answer Sheet available from CGI.

Funded Civilians Spouses/ Employees)

Administer DANTES-funded DSSTs to **eligible civilians** using the **purple** “DSST/CLEP Answer Sheet.” Test from stocked DSST test booklets. Refer to the table below for specific answer sheet coding instructions.

Service Branch	Client Group	Block 12 “Status”	Block 13 “Branch of Service”	Block 14 “Funded Civilian Groups”
Air Force Reserve	Civilian Emp Spouse	Reserve Reserve	Air Force Air Force	Gov't Emp Adult Fam Mem
Air National Guard	Civilian Emp Spouse	Nat'l Gd Nat'l Gd	Air Force Air Force	Gov't Emp Adult Fam Mem
Army National Guard	Civilian Emp Spouse	Nat'l Gd Nat'l Gd	Army Army	Gov't Emp Adult Fam Mem
Army Reserve	Civilian Emp Spouse	Reserve Reserve	Army Army	Gov't Emp Adult Fam Mem
Coast Guard (Active duty and Reserve)	Civilian Emp Spouse	DOD/DOT DOD/DOT	Coast Guard Coast Guard	Gov't Emp Adult Fam Mem
Defense Acquisition Workforce University (DAU)*	Civilian Emp	DOD	Army Air Force Marines Navy	Gov't Emp Gov't Emp Gov't Emp Gov't Emp

***DAU employees who work for a DOD agency leave Block 13 BLANK. See Exhibit 4 for authorized funded DSSTs.**

- **Funded testing for civilian employees** of the Reserve components and Coast Guard must take place at the respective Service DANTES Test Center.
- **Funded testing for eligible spouses** must take place at Air Force Reserve, Air National Guard, Army National Guard, Army Reserve, and Coast Guard DANTES Test Centers. These Services have agreed to reciprocity between their centers for testing.
 - **This is not authorized at active duty Army, Navy, Air Force and Marine Corps DANTES Test Centers.**
- Acquisition Workforce employees must present an approved “Defense Acquisition University Testing Program – Eligibility Statement” for testing on a selected tests. See Exhibit 4 for the Eligibility Statement and list of approved DSST tests.

Continued on next page

Administration, Continued

Unfunded Civilian Testing

Unfunded space-available testing may be offered to the following civilians in accordance with Service regulations:

- Federal civil service employees
- spouses of current U.S. military
- military retirees
- logistically supported U.S. Government employees

Fees for civilian tests are included in the "Dates and Fees" section of this chapter. **Use the purple "DSST/CLEP Answer Sheet" available from CGI.**

- Foreign spouses without a social security number should use all ones in Block 2 (ex: 111-11-1111).
- Civilian examinees should indicate in Block 9, "Score Report Recipient," the 4-digit code number of the college where they want scores submitted.

Note: For a listing of college codes visit:
www.GetCollegeCredit.com/colleges.htm

Civilian Return Address

Along with the completed civilian answer sheet, include a self-adhesive CGI mailing label filled out with the examinee's mailing address. These labels must be ordered from CGI (see II-4-18, Order Materials). Do not use photocopied labels. CGI will send the examinee's copy of the score report to the address on the label.

Note: TCOs will not receive copies of civilian score reports.

Transporting

Transporting	TCOs, ATCOs, and ITCOs may transport DSSTs following the procedures in Part I of this <i>Handbook</i> .
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Retesting

When to Retest	Examinees may not test on a DSST at a DANTES Test Center AND retest on the same test at a National Test Center (or vice versa) within 180 calendar days.
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- **All examinees must wait 180 calendar days from the last test date to retest on a DSST. Having alternate forms available for some tests does not change this policy.**
 - If an examinee tests before the 180-day waiting period has elapsed, the waiting period starts over.
-

Stocked Exams	Retest eligible examinees from tests in stock.
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Authorization	DANTES authorizes funded retesting when the examinee fails to achieve the ACE-recommended score. All examinees should be counseled before retesting.
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Examination Security

DSST Test Loss or Compromise

If a DSST is compromised or suspected of being compromised,

- Contact DANTES Code 20B, immediately at (850) 452-1063, DSN 922-1063, or e-mail: exams@voled.doded.mil.
 - Suspend testing on the involved exam immediately and refer to specific Service regulations and Part I of this *Handbook*.
 - If an investigation is required, follow the guidelines in Service regulations and Part I of this *Handbook*.
 - Provide the responsible investigating official a copy of the *DEPH* Test Loss/Compromise guidelines located in Part I.
-

Returning Examinations and Materials

Examinations and Material

After administration of all DSSTs, immediately forward

- answer sheets,
- essays (if applicable), and
- fees or “Credit Card Form” (Exhibit 5) if testing civilians and
- the completed Document Receipt Form, (DANTES 1560/14).

Paperclip a certified check or money order to the purple “DSST/CLEP Answer Sheet” for all unfunded civilian administrations as well as the filled out “Self-adhesive Mailing Label”.

- Stocking test centers may reuse the DSST booklets. Do not return them to CGI unless the test booklet is damaged, or being recalled.
 - Nonstocking test centers must return unused test booklets to the testing agency no later than
 - 45 days (Conus) and
 - 60 days (overseas).
-

Continued on next page

Returning Examinations and Materials, Continued

DSST Principles of Public Speaking

Use the following steps when returning the Principles of Public Speaking testing material:

Step	Action
1	Annotate on the DANTES Document Receipt Form, the test booklet (if returning), answer sheet, topic card (by serial number) and the speech tape
2	Speech Topic cards are not reusable and must be listed on the Document Receipt Form by form and serial number, and returned with the answer sheet and audio cassette after administration
3	Indicate on the outer envelope of the return package, "MAGNETIC TAPE ENCLOSED DO NOT X-RAY"

Return Addresses

Return to:

Certified/Registered Mail

**CGI
DSST Program
P.O. Box 6604
Princeton, NJ 08541-6604**

Express Mail

**CGI
DSST Program
664 Rosedale Rd.
Princeton, NJ 08540**

Note: Delays in returning exams could result in further delays in receipt of score reports.

Scoring and Reporting

DSST Score Report Issuance

CGI scores DSST answer sheets and issues score reports approximately 4 weeks after receipt of the test materials.

Note: Because the Public Speaking oral portion is individually evaluated, additional scoring time is required.

Continued on next page

Scoring and Reporting, Continued

TCO Receipt

DSST score reports for **military examinees** are mailed in triplicate to the TCO. The copies are distributed as follows:

- Official Education Office Copy for the education file
- Examinee's Copy
- Personnel Record

Note: The score report should be explained to the examinee.

One Free Designated Score Report Per Test

AT THE TIME OF TESTING, military and civilian examinees may designate an institution to receive an official score report free of charge. To find institution codes, visit www.GetCollegeCredit.com/colleges.htm. To qualify, the examinee must currently be enrolled in the designated institution and have

1.	Advanced confirmation from the school counselor that this particular exam will fulfill an academic requirement, and
2.	For military examinees: The correct corresponding institution code is entered in Block 9 of the purple "CLEP/DSST Answer Sheet."

Note: If the institution DSST code is not listed or the examinee is unable to obtain the code, the examinee does not qualify for a free Institution Score Report.

Continued on next page

Scoring and Reporting, Continued

DANTES Score Reporting System

DANTES provides DSST scores to the Services for inclusion in their designated transcript services.

Effective January 2004 all scores will be updated weekly. Until then, scores are sent to:

Service Transcript System	Frequency of Update	Passing Scores	Failing Scores
AARTS (Army)	Monthly	Yes	No
SMART (Navy and Marines)	Monthly	Yes	Yes
CCAF (Air Force)	Weekly	Yes	No
AFAEMS (Effective 1 Jan 04) (Air Force Automated Education Management System)	Weekly	Yes	Yes
HQs AFPC (Air Force)	Monthly	Yes	Yes
Coast Guard Institute (U.S. Coast Guard)	Monthly	Yes	No

Civilian Score Reporting

TCOs **will not** receive copies of funded or unfunded civilian score reports.

- One copy is sent to a college as indicated by the 4-digit college code on the **purple** “DSST/CLEP Answer Sheet”, block 9.
- One copy (no cost) is sent to the address the examinee enters on the address label provided by CGI for both funded and unfunded administrations.

Request for Rescore

If the TCO has reason to believe the examinees score (s) were not accurately reported, **the TCO must contact DANTES, Code 20B for guidance.**

- If the rescore request is denied by DANTES, the examinee may request a rescore **at their own expense.**
-

Testing Dates and Fees

Dates There are no specific dates on which DSSTs must be administered. TCOs may schedule at any time. **National Test Center dates vary.**

Test Fees at DANTES Test Centers Unfunded civilians pay fees by charging to the examinee's Visa /MasterCard/ American Express account on the Credit Card Payment Form (Exhibit 5), or by certified check or money order in U.S. dollars, drawn on a U.S. bank, made payable to The DSST Program. **Personal checks will not be accepted.**

If	Then Pay
Military and Coast Guard personnel, eligible government employees, and eligible spouses	No fee
Retest (military and Coast Guard personnel, eligible government employees, and eligible spouses)	No fee
Civilians	\$45
Retest (civilians)	\$45

Test Fees at National Test Centers The fee at National Test Centers is \$45. There may be additional charges.

Transcripts

Unofficial TCO DSST Transcripts

Unofficial DSST transcripts for military personnel are available without charge to TCOs for counseling purposes only.

To obtain unofficial military transcripts, the **TCO** may complete the "Military Transcript Order Form," (Exhibit 6) **including the student's signature for release authorization**. If the form is not available, request by letter to CGI with the following information:

- Examinee's signature
- TCO's signature, and
- Identifying information (name, SSN, exam name and number, and test date)

Score Reports or Transcripts After 1 July 1974

Examinees may obtain additional score reports or transcripts of tests taken after 1 July 1974 by sending the "Military Transcript Order Form," (Exhibit 6), with the appropriate fee of **\$20** each. Make payment by credit card, or a certified check, or money order, payable to the DANTES Program. The order form is also available on-line at

www.voled.doded.mil/dantes/exam/takenafter1july1974.htm

Score Reports or Transcripts Before 1 July 1974

Examinees who were administered DSSTs before 1 July 1974 must send the "USAFI/GED Transcript Order Form" for tests taken before 1 July 1974," (Exhibit 7) with the appropriate fee of **\$20** each. Make payment by credit card, certified check, or money order, payable to the DANTES Program.

Personal checks will not be accepted. The order form is also available on-line at **www.voled.doded.mil/dantes/exam/takenbefore1july1974.htm**

Civilian Transcripts

The cost for additional civilian transcripts is **\$20** each. Civilians should complete a "DSST Civilian Transcript Order Form" (Exhibit 8). Make payment by credit card, or a certified check, or money order, payable to the **DSST Program**. **Personal checks will not be accepted.**

Study Guides and Resource Materials

Order Materials

Order necessary materials from the following sources:

Order item below with the **DANTES Material Request Form (stock number 4301)**:

Item	Source*
"DANTES 1560/3, DANTES Test Inventory Card" (DANTES Stock number 1248)	1 DANTES Pensacola, FL

Order items below with the **"ETS/CGI Application for Test Materials" (Exhibit 1)**:

"DSST Fact Sheets" Note: May be downloaded from the Internet. www.GetCollegeCredit.com/materials.htm#FACT_SHEET	2 CGI/Princeton, NJ
" <i>DSST Technical Data Sheet</i> " Note: May be downloaded from the Internet. www.GetCollegeCredit.com/PDFFiles/TECHDATASHEET.pdf	2 CGI/Princeton, NJ
" <i>DSST Examiner's Manual for Test Control Officers</i> "	2 CGI/Princeton, NJ
"DSST/CLEP Answer Sheets/ Purple " May be stocked. One answer sheet automatically shipped per test booklet.	2 CGI/Princeton, NJ
"Self-adhesive Mailing Labels" (for score reports for civilian testing) Not automatically shipped.	2 CGI/Princeton, NJ

*Order source address denoted by number below:

1
DANTES
Code 10L
6490 Saufley Field Road
Pensacola, FL 32509-5243

2
CGI
DSST Program
P.O. Box 6604
Princeton, NJ 08541-6604

Award of College Credit for DSSTs

DSST Award of College Credit Credit recommendations for DSSTs made by the American Council on Education are listed in the charts on pages II-4-20 and 4-21 and on each fact sheet.

Note: Institutional policy for acceptance of DSSTs varies; therefore, before administering DSSTs, contact the appropriate institution or refer to the college catalog to determine school policy for accepting DSSTs for credit.

**SOC
Institutions
Award of
Credit**

The *Servicemembers Opportunity Colleges (SOC) Guide*, stock number 2109, identifies institutions that award credit for the DSSTs and is automatically distributed to DANTES TCOs.

Order extra copies from:

**DANTES, Code 10L
6490 Saufley Field Road
Pensacola, FL 32509-5243**

DSST Examinations

List of DSST Examinations

The following is a current list of DSSTs. Some exams are available in two versions.

Form No.	Title	Sem. Hrs.	Minimum Score
SF/SL 424*	Fundamentals of College Algebra	3B	47
SF/SH 450*	Principles of Statistics	3B	48
SE 461	Art of the Western World	3B	48
SF/SH 465	Western Europe Since 1945	3B	45
SF/SH 469	An Introduction to the Modern Middle East	3B	47
SF/SH 470	Human Cultural Geography	3B	48
SF/SH 471	Rise and Fall of the Soviet Union	3BU	45
SG/SL 473	A History of the Vietnam War	3B	44
SF/SH 474	Ethics in America (Essay Optional)	3B	46
SE/SG 483	The Civil War and Reconstruction	3BU	47
SE/SG 489	Foundations of Education	3B	46
SF/SH 490	Lifespan Developmental Psychology	3B	46
SF 494	General Anthropology	3B	47
SE/SG 495	Drug and Alcohol Abuse	3BU	49
SF/SH 496	Introduction to World Religions	3B	48
SG/SL 497	Introduction to Law Enforcement	3B	45
SF/SH 498	Criminal Justice	3B	49
SF/SH 500	Astronomy	3B	48
SF/SH 508	Here's to Your Health	3B	48
SF/SH 511	Environmental and Humanity: The Race to Save the Planet	3B	46
SE/SG 512	Principles of Physical Science I	3B	47
SF/SH 519	Physical Geology	3B	46

B = Baccalaureate Program

BU = Baccalaureate Upper Division

***Calculator allowed. Must be hand-held, non-programmable type.**

Continued on next page

DSST Examinations, Continued

List of DSST Examinations (continued)

Form No.	Title	Sem. Hrs.	Minimum Score
SF/SH 524*	Principles of Finance	3BU	46
SG/SL 525*	Principles of Financial Accounting	3B	48
SG/SL 530	Human Resource Management	3B	46
SF/SH 531	Organizational Behavior	3B	48
SE/SG 532	Principles of Supervision	3B	46
SE 534	Business Law II	3BU	52
SG/SL 536*	Introduction to Computing	3B	45
SE/SG 543	Introduction to Business	3B	46
SG/SL 548	Money and Banking	3BU	48
SE/SG 550*	Personal Finance	3B	46
SE/SG 551	Management Information Systems	3BU	46
SG/SL 562	Fundamentals of Counseling	3B	45
SF/SH 812*	Business Mathematics	3B	48
SF/SH 815	Principles of Public Speaking <u>Exam Booklet</u> (Objective)	3B	47
SF 829-834	Principles of Public Speaking <u>Essay Topics</u> (Speech) (One objective exam and one speech are required)		
SF/SH 820	Technical Writing	3B	46
TWE 820	Technical Writing Essay (Optional)		

B = Baccalaureate Program

BU = Baccalaureate Upper Division

***Calculator allowed. Must be hand-held, non-programmable type.**